



REACHING OUTCOMES USING TAILORED EDUCATION & SKILLS

USE OF PUBLIC TOILET POLICY 2026-27

Approved by:	Mr Daniel Luford (Director) Mr Nick Lyons (Director)	Date: 01/04/2023
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Last reviewed on:	31/08/2026
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Next review due by:	31/08/2027
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Purpose

To ensure the safety, supervision, and dignity of all young people when accessing public toilet facilities during off-site activities.

Scope

This policy applies to all young people, staff, and volunteers participating in off-site activities.

General Guidelines

- Young people must ask their tutor or mentor for permission before using a public toilet.
- The tutor or mentor must supervise access to public toilets to the extent practicable, without infringing on young person's privacy.
- Where possible, tutor or mentor should choose public toilets that are clean, well-lit, and located in safe, visible areas.

Supervision Protocols

Primary aged young people:

Must be accompanied to the entrance of the toilet facility by a tutor or mentor.

The adult should wait outside and ensure the young person returns promptly.

Secondary aged young people:

May be permitted to use the toilet independently, at the tutor or mentors' discretion, provided they inform them beforehand and return promptly.

Tutor or mentor should maintain visual supervision of the general area outside the toilets where feasible.

Toilet Breaks

Scheduled toilet breaks should be built into the plan to minimise disruption and allow staff to manage supervision effectively.

Additional requests should be accommodated promptly with regard to young person's health, dignity, and wellbeing.

Young Person Conduct Expectations

Young people are expected to:

- Use the facilities respectfully and responsibly
- Follow staff instructions regarding toilet use
- Report any issues or inappropriate behaviour to a staff member immediately

Staff Responsibilities

- Maintain awareness of young person's whereabouts
- Ensure young person's privacy is always respected
- Record and report any concerning incidents or breaches of conduct

Child Protection

- Under no circumstances should a staff member enter a toilet cubicle with a young person.
- No personal care is to be provided at any time

Emergency Situations

In case of emergencies, tutor or mentor may enter the public toilet area to ensure the young person's safety but should always aim to respect their privacy.

Any such incident must be documented and reported according to safeguarding procedures.

Review and Approval

This policy will be reviewed annually or following any incidents that highlight the need for updates.